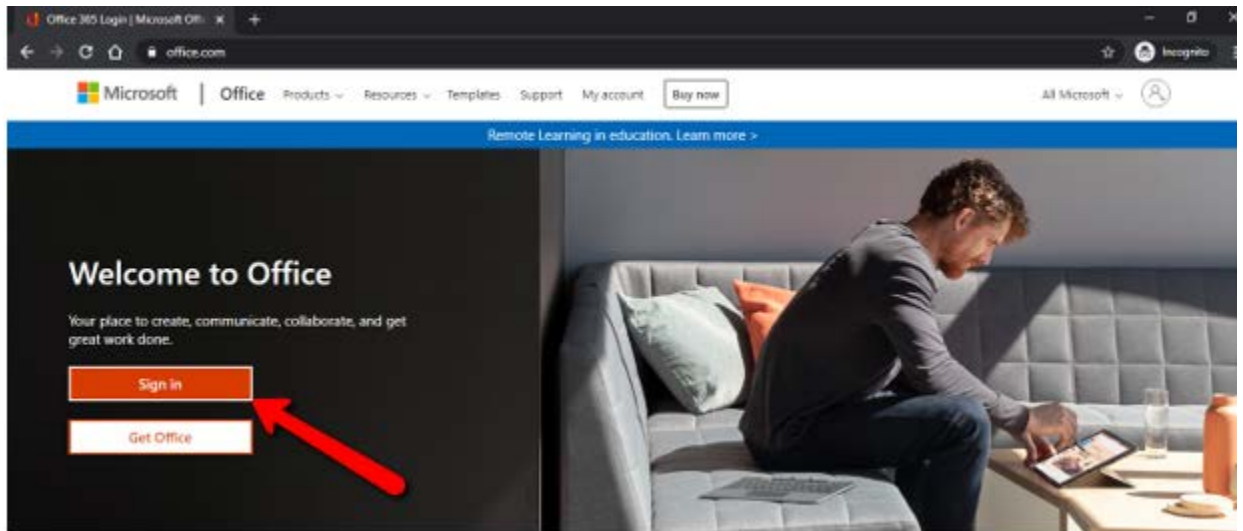
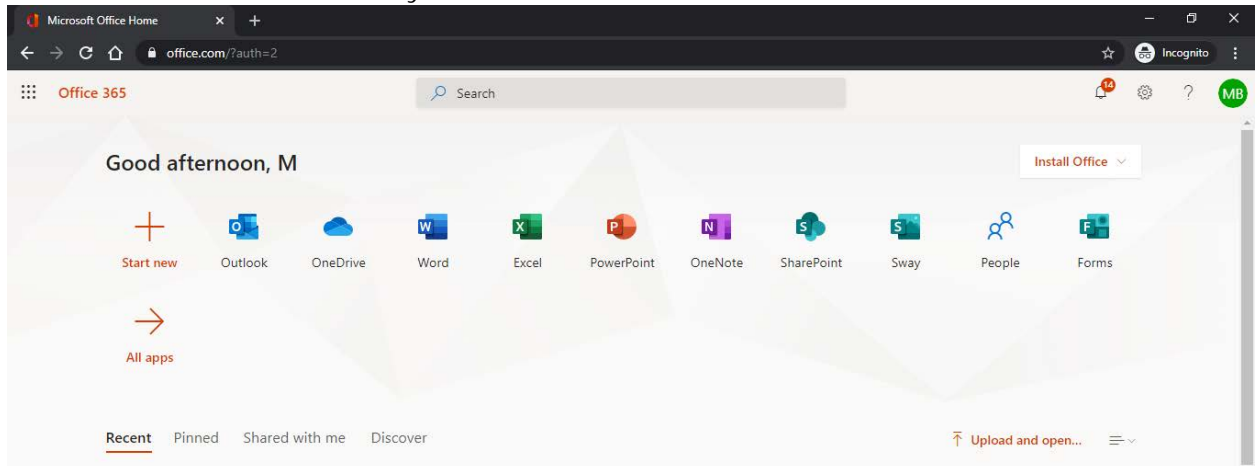


# Setting up Microsoft Office 365 Accounts

1. Go to [www.office.com](http://www.office.com)



2. Click on Sign In
3. Enter your new student email address like this [firstname.lastname@my.stpaulsschoolofnursing.edu](mailto:firstname.lastname@my.stpaulsschoolofnursing.edu) . John Smith would be [john.smith@my.stpaulsschoolofnursing.edu](mailto:john.smith@my.stpaulsschoolofnursing.edu) . A first name containing spaces would look like: Carol Ann Smith [carolann.smith@my.stpaulsschoolofnursing.edu](mailto:carolann.smith@my.stpaulsschoolofnursing.edu)
4. You will be directed to an email verification page. The email will be sent to the email address you have listed in your Campus Portal. Go to that email account, retrieve the 6-digit code and type it in.
5. You will need to set a password.
6. You will be directed toward your Office365 Dashboard as shown below.



7. From here, you can launch applications or if you are accessing the page from a PC or MAC, you can download applications to your computer. Simply click on

## Setting up Microsoft Office 365 Accounts

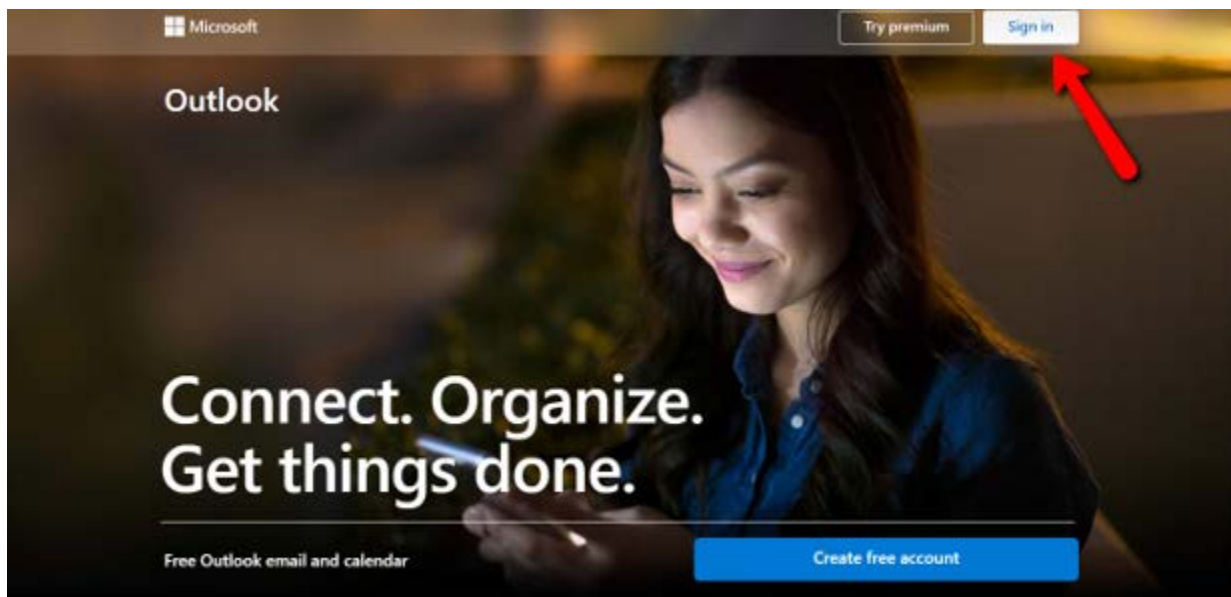
the “Install Office” and follow the prompts. On Chromebooks, Office365 must be used with the web browser. You cannot download full Office applications onto your Chromebook.

- a. You can access your Office365 Account from any computer by going to [www.office.com](http://www.office.com) and logging in with your student email and password as you have just set them up.
8. Support videos and other training for Office365 may be found at <https://support.office.com/en-us/office-training-center>
9. If you need with your email or are having problems logging in, please visit the Student Technology Support Desk at <https://www.allstatecareer.edu/career-services/student-technology-center.html>

### **Outlook Email Access**

To access your school email from any computer:

1. Navigate to Outlook.com and click on Sign In in the upper right corner.



2. Use your school email and password to login.